

28 January 1981

## MEMORANDUM FOR THE RECORD

FROM

[redacted]  
Coordinator, EAA

SUBJECT: Shortage -- Capital Center Voucher

1. There was a \$5.00 shortage on Capital Center Voucher Number 7589 for the week ending 13 December 1980.

2. Our clerk, [redacted] charged "Warren" \$10.00 each for two tickets when the price should have been \$12.50, and since the customers extension was not recorded on the file copy of the voucher, no attempt could be made to recover the \$5.00.

3. I talked with [redacted] about taking her time during transactions and also about more clearly writing numbers.

4. I recommend that the \$5.00 shortage be excused.

Write-off is approved:

[redacted]

1-11-81  
Date

STAT

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